

**CLASS TITLE:**

**SHIFT COORDINATOR  
(RI TRAINING SCHOOL)**

**Class Code: 02560400**

**Pay Grade: 26A**

**EO: D**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the coordination and supervision of the movement and location assignment of subordinates engaged in the care, custody and control of the residents within the Rhode Island Training School for Youth ensuring that proper levels of security are consistently maintained; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Deputy Superintendent Programs with considerable latitude for the exercise of initiative and independent judgment; work is reviewed through consultation, observation and written reports; reports to the Deputy Superintendent Programs for the conformance or compliance of assigned personnel in regards to the institution's objectives, policies, instructions, directives, court orders, accreditation objectives and standards, and rules and regulations.

**SUPERVISION EXERCISED:** Plans, assigns and administratively supervises a staff of Juvenile Program Workers assigned within all residential units; assures staffing conformance to staffing assignments and established staffing policies and objectives.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To operate the Central Control Center utilizing sophisticated audio/visual equipment to ensure proper security inside and outside the security perimeter fence.

To supervise the security transportation program on-site and into the community assigning sufficient staff to ensure appropriate security.

To determine staffing requirements, prepare work schedules, and to assign Juvenile Program Workers to the residential, educational, and recreational units and programs.

To ensure that proper levels of staffing are maintained within all residential units on all three (3) shifts.

To call overtime in accordance with established policy and procedure.

To manage and/or monitor the efficiency of the overtime budget.

To require employees to perform mandatory overtime when necessary in order to ensure safety, security and good order of the institution.

To maintain current and accurate records regarding daily levels of staffing, including the amounts of overtime authorized.

To be responsible for the preparation and circulation of periodic reports of a statistical nature including but not limited to the utilization of overtime, overtime costs, and totals of overtime worked by individual employees.

To do related work as required.

**REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** The ability to plan, organize, supervise, direct and coordinate the assignment of personnel within the residential component; a thorough knowledge of the principles and practices of residential staffing within Juvenile Correctional Facilities and the ability to apply such knowledge in the day-to-day operations of the Juvenile Correctional Facilities; the ability to maintain effective relations with superiors, subordinates, fellow administrators, parents, public and private agencies, the community at large; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a responsible supervisory/managerial position with a public or private institution involving correctional services to youth.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 18, 1992

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